Project Files List
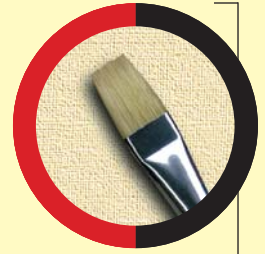
Read the following information carefully!

It is very important to organize and keep track of the files you need for this book.

1. Find out from your instructor the location of the Project Files you need and the location where you will store your files.

- To complete many of the units in this book, you need to use Project Files. Your instructor will either provide you with a copy of the Project Files or ask you to make your own copy.

- If you need to make a copy of the Project Files, you will need to copy a set of files from a file server, stand-alone computer, or the Web to the drive and folder where you will be storing your Project Files.

- Your instructor will tell you which computer, drive letter, and folders contain the files you need, and where you will store your files.

- You can also download the files by going to www.course.com. See the inside back cover of the book for instructions on how to download your files.

2. Copy and organize your Project Files.

Floppy disk users

- If you are using floppy disks to store your Project Files, the list on the following pages shows which files you'll need to copy onto your disk(s).

- Unless noted in the Project Files List, you will need one formatted, high-density disk for each unit. For each unit you are assigned, copy the files listed in the **Project File Supplied column** onto one disk.

- Make sure you label each disk clearly with the unit name (e.g., Word Unit A).

- When working through the unit, save all your files to this disk.

Users storing files in other locations

- If you are using a zip drive, network folder, hard drive, or other storage device, use the Project Files List to organize your files.

- Create a subfolder for each unit in the location where you are storing your files, and name it according to the unit title (e.g., Word Unit A).

- For each unit you are assigned, copy the files listed in the **Project File Supplied column** into that unit's folder.

- Store the files you modify or create for each unit in the unit folder.

3. Find and keep track of your Project Files and completed files.

- Use the **Project File Supplied column** to make sure you have the files you need before starting the unit or exercise indicated in the **Unit and Location column**.

- Use the **Student Saves File As column** to find out the filename you use when saving your changes to a Project File that was provided.

- Use the **Student Creates File column** to find out the filename you use when saving a file you create new for the exercise.

Unit and Location	Project File Supplied	Student Saves File As	Student Creates File
Windows 2000 Unit A	(No files provided or created)		
Windows 2000 Unit B			
DISK 1			
Lessons	Win_B-1.bmp		
DISK 2			
Skills Review	Win_B-2.bmp		
Introducing Office XP	(No files provided or created)		
Internet Explorer Unit A	(No files provided or created)		
Word Unit A			
Lessons			Marketing Memo.doc
Skills Review			Lacasse Fax.doc
Independent Challenge 1			Zobel Letter.doc
Independent Challenge 2			Smart Tags Memo.doc
Independent Challenge 3			Komata Letter.doc
Independent Challenge 4			Business Letters.doc
Visual Workshop			Publishing Cover Letter.doc
Word Unit B			
Lessons	WD B-1.doc	NY Press Release.doc	
			NYT Fax.doc
Skills Review	WD B-2.doc	CAOS Press Release.doc	
			CAOS Fax.doc
Independent Challenge 1	WD B-3.doc	Lyric Theatre Letter.doc	
Independent Challenge 2			Global Dynamics Letter.doc
Independent Challenge 3	WD B-4.doc	Computer Memo.doc	
Independent Challenge 4	WD B-5.doc	Web References.doc	
Visual Workshop			Visa Letter.doc
Word Unit C			
Lessons	WD C-1.doc	Chicago Marketing Report.doc	
Skills Review	WD C-2.doc	EDA Report.doc	
Independent Challenge 1	WD C-3.doc	Zakia Construction.doc	
Independent Challenge 2	WD C-4.doc	Membership Flyer.doc	
Independent Challenge 3	WD C-5.doc	Solstice Memo.doc	

Unit and Location	Project File Supplied	Student Saves File As	Student Creates File
Independent Challenge 4	WD C-6.doc	Fonts.doc	
Visual Workshop	WD C-7.doc	Rosebud Specials.doc	
Word Unit D			
Lessons	WD D-1.doc	MediaLoft Buzz.doc	
Skills Review	WD D-2.doc	Amherst Fitness.doc	
Independent Challenge 1	WD D-3.doc	Bon Appetit.doc	
Independent Challenge 2	WD D-4.doc	Parking FAQ.doc	
Independent Challenge 3	WD D-5.doc	Stormwater.doc	
Independent Challenge 4	WD D-6.doc	MLA Style.doc	
			MLA Sample Format.doc
Visual Workshop	WD D-7.doc	Gardener's Corner.doc	
Excel Unit A			
Lessons	EX A-1.xls	MediaLoft Cafe Budget.xls	MediaLoft Balance Sheet.xls
Skills Review	EX A-2.xls	MediaLoft Toronto Cafe.xls	
Independent Challenge 1	(No files provided or created)		
Independent Challenge 2			Sample Payroll.xls
Independent Challenge 3			Training Workbook.xls
			Template Sample.xls
Independent Challenge 4			New Computer Data.xls
Visual Workshop			Carrie's Camera and Darkroom.xls
Excel Unit B			
Lessons	EX B-1.xls	Author Events Forecast.xls	
Skills Review	EX B-2.xls	Office Furnishings.xls	
Independent Challenge 1			Young Brazilians.xls
Independent Challenge 2	EX B-3.xls	Beautiful You Finances.xls	
Independent Challenge 3			Learn-it-All.xls
Independent Challenge 4			Temperature Conversions.xls
Visual Workshop			Annual Budget.xls
Excel Unit C			
Lessons	EX C-1.xls	Ad Expenses.xls	
Skills Review			MediaLoft GB Inventory.xls
	EX C-2.xls	Monthly Operating Expenses.xls	
Independent Challenge 1	EX C-3.xls	BY Inventory.xls	

Unit and Location	Project File Supplied	Student Saves File As	Student Creates File
Independent Challenge 2	EX C-4.xls	Community Action.xls	
Independent Challenge 3			Classic Instruments.xls
Independent Challenge 4			Currency Conversions.xls
Visual Workshop	EX C-5.xls	Projected March Advertising Invoices.xls	
Excel Unit D			
Lessons	EX D-1.xls	MediaLoft Sales - Eastern Division.xls	
Skills Review			MediaLoft Vancouver Software Usage.xls
Independent Challenge 1	EX D-2.xls	Springfield Theater Group.xls	
Independent Challenge 2	EX D-3.xls	BY Expense Charts.xls	
Independent Challenge 3	EX D-4.xls	Bright Light.xls	
Independent Challenge 4			New Location Analysis.xls
Visual Workshop	EX D-5.xls	Quarterly Advertising Budget.xls	
Integration Unit A			
Lessons	INT A-1.doc	Manager Memo.doc	
			Manager Sales.xls
Independent Challenge 1	INT A-2.xls	Chamber Statistics.xls	
	INT A-3.doc	Chamber Consultants.doc	
Independent Challenge 2			Population Projections.xls
			Population Analysis.doc

Note: In Access, the original Project Files are used to complete the exercises. Therefore, it is a good practice to make a backup copy of the supplied Project Files before you use them, in case you need to go back and repeat any of the exercises.

Unit and Location	Project File Supplied	Student Saves File As	Student Creates File
Access Unit A			
Lessons	MediaLoft-A.mdb		
Skills Review	Recycle-A.mdb		
Independent Challenge 1	(No files provided or created)		
Independent Challenge 2	Recycle-A.mdb		
Independent Challenge 3	Recycle-A.mdb		
Independent Challenge 4	(No files provided or created)		
Visual Workshop	Recycle-A.mdb		

Unit and Location	Project File Supplied	Student Saves File As	Student Creates File
Access Unit B*			
DISK 1			
Lessons			MediaLoft.mdb
	MediaLoft-B.mdb		
Skills Review			Doctors.mdb
	Doctors-B.mdb		
Independent Challenge 2	Doctors-B.mdb		
Visual Workshop	MediaLoft-B.mdb		
DISK 2			
Independent Challenge 1			Movies.mdb
Independent Challenge 3			People.mdb
Independent Challenge 4	Baltic-B.mdb		

* Because the files created in this unit are large, you will need to organize the files onto two floppy disks if you are using floppies and completing all the exercises. Copy the files as outlined above, and label each disk clearly (e.g., Access Unit B Disk 1).

Unit and Location	Project File Supplied	Student Saves File As	Student Creates File
Access Unit C			
Lessons	MediaLoft-C.mdb Smallmedia.bmp		
Skills Review	Membership-C.mdb Hand.bmp		
Independent Challenge 1	Clinic-C.mdb		
Independent Challenge 2	Clinic-C.mdb		
Independent Challenge 3	Clinic-C.mdb Medical.bmp		
Independent Challenge 4	Baltic-C.bmp		
Visual Workshop	Clinic-C.mdb Medstaff.bmp		
Access Unit D			
Lessons	MediaLoft-D.mdb		
Skills Review	Club-D.mdb		
Independent Challenge 1	Therapy-D.mdb		
Independent Challenge 2	Therapy-D.mdb		
Independent Challenge 3			Colleges.mdb
Independent Challenge 4	Baltic-D.mdb		
Visual Workshop	Club-D.mdb		

Unit and Location	Project File Supplied	Student Saves File As	Student Creates File
Integration Unit B			
Lessons	MediaLoft-IB.mdb		
	INT B-1.doc		Survey Form Letter.doc
			Survey Letters.doc
			Customers.xls
Independent Challenge 1			Student Records.mdb
			Student Info.xls
			Student Info.doc
Independent Challenge 2	MediaLoft-IB.mdb		
			Funding Letter.doc
			Pleasantown Letters.doc
PowerPoint Unit A			
Lessons			New Ad Campaign.ppt
Skills Review			Practice.ppt
Independent Challenge 1	(No files provided or created)		
Independent Challenge 2			ArtWorks.ppt
Independent Challenge 3			Sales Trainging.ppt
Independent Challenge 4			PowerPoint Productivity Tips.doc
Visual Workshop			Phase 3A.ppt
PowerPoint Unit B			
Lessons			iMedia1.ppt
Skills Review			RouterJet Testing.ppt
Independent Challenge 1			Harvest Proposal.ppt
Independent Challenge 2			Class 1.ppt
Independent Challenge 3			Training Class.ppt
Independent Challenge 4			Presentation Tips.ppt
Visual Workshop			Sales Project.ppt
PowerPoint Unit C			
Lessons	PPT C-1.ppt	iMedia2.ppt	
	PPT C-2.doc		
Skills Review	PPT C-3.ppt	Cafe Report.ppt	
	PPT C-4.doc		
Independent Challenge 1			Arranging Objects.doc
Unit and Location	Project File Supplied	Student Saves File As	Student Creates File

Unit and Location	Project File Supplied	Student Saves File As	Student Creates File
Independent Challenge 2	PPT C-5.ppt		Title Meeting 9-23-03.ppt
	PPT C-6.doc		
Independent Challenge 3			Software Learning.ppt
PowerPoint Unit D			
Lessons	PPT D-1.ppt	IMedia3.ppt	
	PPT D-2.tif		
Skills Review	PPT D-3.ppt	CD Product Report.ppt	
	PPT D-4.bmp		
Independent Challenge 1	PPT D-5.ppt	Fund Seminar.ppt	
Independent Challenge 2			Student Employment.ppt
Independent Challenge 3			JM Design.ppt
Independent Challenge 4	PPT D-6.ppt	Retirement Presentation.ppt	
Visual Workshop			Costs.ppt
Integration Unit C			
Lessons	INT C-1.ppt	Company Status.ppt	
	INT C-2.doc		
	INT C-3.xls		
	Cafe Profit.xls		
			Handouts for Status Meeting.doc
Independent Challenge 1			Office Review.ppt
	INT C-4.doc		
Independent Challenge 2	INT C-5.xls	Statistics.xls	
			Stat Outline.doc
			Bureau.ppt
			Bureau Handouts.doc
Independent Challenge 3	INT C-6.doc	Cover Letter.doc	
	Nomad.tif		
	Customer Data.mdb		
	INT C-7.xls	Tour Type.xls	
			Tour Evaluation.ppt
	INT C-8.doc		
Independent Challenge 4			Rail Tours.doc
			Royal Tours.ppt
			Royal Tours Data.xls

Unit and Location	Project File Supplied	Student Saves File As	Student Creates File
Integration D*			
DISK 1			
Lessons			Welcome.htm Welcome_files folder and related files
	Mloft.jpg		
	INT D–1.doc	Vacation.htm Vacation_files folder and related files	
	INT D–2.mdb	Health Plans.htm Health Plans_files folder and related files	
	INT D–3.xls	Bonus.htm Bonus_files folder and related files	
	INT D–4.ppt	AR Presentation.htm Annual_files	
DISK 2			
Skills Review	Mloft.jpg INT D–5.doc INT D–6.mdb INT D–7.xls INT D–8.ppt TOC.htm Employee.htm	TOC.htm TOC_files folder and related files Survey.htm Survey_files folder and related files Sales Reps.htm Sales_Reps_files folder and related files Division Sales.htm folder and related files Eastern Presentation.htm Eastern_files folder and related files	
DISK 3			
Independent Challenge 1	INT D–9.doc INT D–10.mdb INT D–11.xls INT D–12.ppt	Grapevine Home.htm Gravepine Home_files folder and related files Donations.htm Donations_files folder and related files Programs.htm Programs_files folder and related files Financial Report.htm Financial Report_files folder and related files Grapevine Annual Report.htm Grapevine Annual Report_files folder and related files	
Unit and Location	Project File Supplied	Student Saves File As	Student Creates File

Unit and Location	Project File Supplied	Student Saves File As	Student Creates File
DISK 4			
Independent Challenge 2	INT D-13.doc INT D-14.mdb INT D-15.xls INT D-16.ppt	Oil Spill Home.htm Oil Spill Home_files folder and related files Press Release.htm Press Release_files folder and related files Prevention Programs.htm Prevention Programs_files folder and related files Oil Spills by Company.htm Oil Spills by Company_files folder and related files Oil Spill Presentation.htm Oil Spill Presentation_files folder and related files	
DISK 5			
Visual Workshop			Cafe Home.htm Cafe Home_files folder and related files Daily Specials.htm Daily Specials_files folder and related files Contact.htm Contact_files folder and related files
*Because the files created in this unit are large, you will need to organize the files onto 5 floppy disks if you are completing all the exercises. Copy the files as outlined above, and label each disk clearly (e.g., Integration Unit D Disk 1).			
Outlook Unit A			
Lessons	Tea.doc		
Skills Review	House.tif		